Rural Development Fund
Workforce and Educational Development

Request for Proposals
September 2006

Indiana Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204

This is a competitive grant program designed to enhance the development of Indiana's rural communities. The Rural Economic Development Fund will provide financial resources for a variety of initiatives in the areas of rural entrepreneurship as well as workforce and educational development.

Rural Development Fund
Indiana Office of Community and Rural Affairs

Cover page must be submitted with proposal.

Lead (Legal) Applicant: _____

Contact person/title: _____

Mailing address: _____

City:_____ Zip Code:_____ County: _____

Phone:_____ Fax:_____ Email Address:_____

Applicant's Legal Status: ☐ Not for Profit ☐ Government Entity

Project Coordinator: _____

Mailing address: _____

City:_____ Zip Code:_____ County:_____

Phone:_____ Fax:_____ Email Address:_____

Amount Requested from OCRA $_____
Amount of Match $_____
Total Budget: $_____

Indiana Main Street Community:

Designated_____
Affiliated _____
Active _____

Indiana Senate Districts of the project: _____
Indiana House of Representatives Districts of the project: _____

UPON SIGNING THIS REQUEST I AM CERTIFYING THAT APPLICANT IS NOT IN VIOLATION OF ANY STATE OR FEDERAL LAW, OR MUNICIPAL ORDINANCES AS OF THIS DATE. NO MONEY IS DUE AND PAYABLE TO ANY MUNICIPAL, COUNTY, STATE OR U.S. GOVERNMENTAL AGENCY OR DEPARTMENT, NOR DOES THE APPLICANT HAVE LIENS OR POTENTIAL LIENS WHICH COULD JEOPARDIZE THE COMPLETION OF THIS PROJECT.

_____ _____ _____

Signature of Chief Official **Official's Title** **Date**

SIGN IN BLUE INK ONLY

Rural Development Fund
Indiana Office of Community and Rural Affairs

Partner page must be completed for all partners and submitted with proposal.

Partner (Legal) Applicant: _____

Contact person/title: _____

Mailing address: _____

City:_____ Zip Code:_____ County: _____

Phone:_____ Fax:_____ Email Address:_____

Applicant's Legal Status: ☐ Not for Profit   ☐ Government Entity   ☐ For Profit

Project Coordinator: _____

Mailing address: _____

City:_____ Zip Code:_____ County:_____

Phone:_____ Fax:_____ Email Address:_____

Indiana Senate Districts of the project: _____
Indiana House of Representatives Districts of the project: _____

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_____   _____   _____

Signature of Chief Official   **Official's Title**   **Date**

SIGN IN BLUE INK ONLY

Purpose

The Indiana Office of Community and Rural Affairs (OCRA) is announcing a competitive round of Request for Proposals (RFPs). The RFPs are designed to foster innovative approaches to support rural workforce and educational development projects.   The priorities of the RFPs have been directed from the Indiana Rural Strategy – RISE 2020.

One of OCRA's priorities is to create and support innovative approaches to workforce training and educational needs. The goal is to increase Hoosiers' skill attainment to globally competitive levels by creating the opportunity for each Hoosier worker to move at least one-step up the talent scale, ranging from literacy to strategic skills, through demand-driven mechanisms.

Background

The RISE 2020 Strategy is a comprehensive strategy that is intended to meet the most critical needs of Indiana's small cities, towns and rural communities, as identified by the rural constituency. The Rural Strategy directs the efforts of OCRA, and will also create opportunities for other governmental agencies, the philanthropic community, the private sector and other institutions and organizations to help build a bright future for rural communities statewide.

Authorization

The grants will be awarded under the authority of House Enrolled Act 1001 (03), Section 177. IC 4-4-9.3. This allows OCRA to award grants to enhance economic and community development in rural areas.

Projects/Programs

A fundable project would facilitate partnerships with various community agencies, community foundations, private sector entities, financial institutions, Chambers of Commerce, local economic development organizations, or educational institutions. Such partnerships should be formed to address the needs of workforce and educational development in rural communities. Projects should seek to build the capacity to support local workforce and educational systems. A competitive project will demonstrate innovative approaches to address workforce development and lifelong learning.

Qualifications to Apply

- Not-for-profit properly registered with the Secretary of State
- Public and Private Universities
- Educational Co-ops
- Public and Private High Schools
- Learning Centers
- Public Libraries
- A government entity
- Local economic development organizations
- Chambers of Commerce
- Workforce boards
- Small Business Development Centers
- Other non-profit organizations and entities that are eligible to apply.

Current rural development grantees are eligible to apply provided that satisfactory progress has been made on the current grant project and all quarterly reports have been submitted to the Grant Support Division of OCRA. Applicants with open Rural Development grants must be proposing a new or expanded service. Please state in the application what is currently being done and the plans for expanding the service.

Collaborative efforts among two or more eligible partnership entities are required. Partners must serve an important active role in working to enhance the goals of the project. All partners must be contributing to the overall goals of the grant project. The list of eligible applicants does not include for profit businesses, however for profit businesses and organizations may serve as a partner in a project.

Restrictions

A project budget may not include:

- The purchase of capital equipment over $5,000;
- Administrative expenses in excess of 10% of the grant amount;
- Operational expenses, such as rent, utilities, insurance, non-program related salaries;
- Funding to purchase, improve, or remodel a facility;
- Costs to supplant existing funds (the funding opportunity must be used for expansion of existing services or implementation of new services); or
- Direct financial support to provide start up or operational capital to businesses.

Funding

OCRA anticipates that there will be 10-15 grants awarded for Workforce and Educational Development. The maximum grant amount will be $150,000. Selected Grantees will be allowed to use the funds for the duration of the project period according to the start and end dates noted in the grant agreement, not to exceed 18 months.

Grant funds may be utilized to cover eligible costs associated with the execution of the project. Eligible costs include but are not limited to: workshop costs, educational materials, consulting services, office supplies, copying expenses, training, meeting and marketing costs as well as other programmatic costs.

Administrative costs may not exceed 10% of the grant amount. Costs included as administrative costs include program related accounting services, fees associated with evaluation, and clerical support.

Applicant match for a project is **25% of the amount of the grant funds requested**. A maximum of 5% properly documented in-kind match may be applied toward the total project match. For example, if the applicant's grant request is $100,000 the minimum required applicant match must equal $25,000. In this case, the applicant may submit a project proposing to use $20,000 in cash match (20% of grant funds requested) and $5,000 in-kind match (5% of grant funds requested). Applicant cash match in excess of 25% will receive favorable consideration in the scoring process. Letters identifying the source of the cash match are required. Proper documentation, including valuation for in-kind services, must be provided on the letterhead of the organization that will provide the in-kind match at the usual and customary rate and signed by the chief executive officer or chief financial officer.

Private foundations, especially community foundations, are strongly encouraged to participate and provide cash match. Such match will be favorably factored into the scoring of the grant application. Please note that a match from Community Foundations or endowments, which originated as CAPE monies from Lilly will not be considered as the philanthropic match. The intent is to promote and encourage additional philanthropic giving.

Allowable Uses of Funding

Examples of eligible projects include but are not limited to:

- Community workforce planning that addresses employer driven training, understanding employer needs, and continuous development;
- True business school partnerships especially those that focus on community business needs as well as skills training that includes soft skills (i.e. decision-making, time management, and conflict resolution);
- Skills training for non-English speaking workers;
- Programs targeting workforce-bound high school students or recent graduates; and
- Projects involving local access to continuing education.

Workforce Boards initiating new programs are strongly encouraged to apply for these grants.

These are examples of acceptable projects, but this is not intended to be an exclusive list.   Applicants are encouraged to be innovative in their proposals.

Reporting and Records Retention

- The grantee will submit a quarterly progress report. The grantee will report the information identified on the goal/objective forms while including a narrative report on the activities and progress of the project.

- Funded projects will be expected to maintain supporting financial documentation of grant expenditures and to provide a quarterly financial report.

- Projects are expected to maintain records as are appropriate to the type of program being implemented. For example, if a project is providing soft skills training to supervisors of a local industry or remedial math and reading to enhance the employability of workers, a record will be maintained for each individual and contain documentation of the services being provided. All records should be maintained for three years beyond the close of the grant period. OCRA staff may audit these reports for the life of the project.

Financial Reimbursement Procedures

Below is the breakdown of the release of funds:

- Upon receiving a fully executed grant agreement, the grantee may request 65% of the funding;
- An additional 10% once the program has been initiated and the first quarterly report has been completed; and
- The remaining 25% awarded upon 90% completion of the project.

The program must be initiated within three months of the award date. Completion of the project must occur within 18 months.

Funded projects will be provided with the necessary paper work and documentation for reimbursement and reporting requirements. Grantees must be or be willing to establish themselves as a direct deposit vendor with the State of Indiana and maintain appropriate financial records that would permit an audit by the State of Indiana and the Office of Community and Rural Affairs Grant Support Division.

Contact Information

Elizabeth Morgan
Project Manager
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317.232.8909

Heather Powell
Project Manager
hpowell@ocra.in.gov
317.234.1252

Application Format

Application shall adhere to the following format and must address each of the categories listed below. The application must be typed, single sided, and double spaced using a 12 point font size. Applications may not exceed 15 pages, excluding attachments. Five hard copies of the proposal, one marked as the original that include signatures signed in **blue** **ink**, must be received by 4:00 p.m. EST on November 17, 2006 in the Office of Community and Rural Affairs. Proposals may be sent via mail or delivered to:

Office of Community and Rural Affairs
Rural Economic Development Fund
One North Capitol, Suite 600
Indianapolis, IN 46204

The other four should be marked as copies. **No electronic submissions will be accepted. Do not use acronyms** in the grant proposal. **Please do not use binders.**

Please label each section and number the pages of the grant application.

1. *Cover Page*

Use the attached OCRA form, titled Rural Development Fund Cover Page on page two of the document, which is self-explanatory. This is the only form that will be accepted and will be the first page of the grant application. ***Sign in BLUE INK***

2. *Abstract*

Give a summary of the proposal including: a brief description of the proposed program, the need for the proposed program, and the expected outcomes. Do not exceed more than one page.

3. *Problem Definition and Need*

A. In quantitative and qualitative terms define the problem which the project will address.

B. Identify and give an overview of the area to be served and the beneficiaries of the project.

C. Identify any other efforts in the community, county, or region that have been or are being undertaken to address these issues. Describe how the proposed project fits into current efforts.

D. Identify how the project is aligned with the RISE 2020 strategy. In particular, RISE 2020 identified seven "pillars" as the overarching framework for the future. Be succinct and specific in indicating how this proposal addresses this 7-pillar framework; as well as other issues and opportunities noted in the RISE 2020 strategy. To view the RISE 2020 document visit http://www.purdue.edu/pcrd/RISE2020/.

4. *Program Description*

A. Identify those involved in the planning process. Include who will be involved in the implementation of the project and define their roles as well as the resources they will contribute. All applicants must identify whether the proposed project of program is new or an expansion. If the project or program is an expansion, describe what is currently being done and how it will be expanded. Be very specific.

B. Give a detailed description of each component of the program and the steps for implementing the project. Provide a copy of proposed curriculum for any and all educational programs, trainings, workshops, etc. Provide a timeline for the project and indicate the organization or persons responsible for each item in the timeline. The timeline should include details on how to carry out the project, the targeted audience/beneficiaries of the project, individuals assigned to complete the project, and the completion date.

C. Describe what efforts were made to draw in community support and collaborate with other community agencies/businesses/local government. Provide letters of support and participation agreements from those involved other than the grant applicant. Please include documents in the application as Attachment A. Participation agreements should include the role of the partnering organization(s) as well as identification of the resources they will contribute to the project.

5. *Goals/ Objectives/Methods*

A. Identify the activities that will be undertaken to achieve the objectives. Address the impact the project will have on the community.

B. Describe the staffing of the program and staff qualifications. Complete the provided Staff Cost Worksheet (Attachment B). Provide a job description for any position that will utilize grant funding and if already identified the resume of the person who will be filling the position. Include job descriptions and resumes along with the Staff Cost Worksheet as Attachment B.

C. Identify how program participant applicants will be identified and chosen. Describe the recruitment and referral process. Explain how the program will be advertised/marketed to all entities that will be involved.

D. Complete the project goal form (Attachment C). Information recorded on this form will provide the basis for reporting to OCRA as well as serves as a measurement of impact and achievement. Instructions for completing this section are located at the top of the form.

6. *Partnership Expectations*

Describe the applicant agency and its qualifications to develop and implement the proposed project. Describe any experience and accomplishments the applicant has related to this area and previous grant administration. Identify the partners and their roles in the project and supporting information for the choice of the partnerships being created.

7. *Sustainability*

Describe in detail how the project will be sustained beyond the initial funding period. Describe efforts that have been made or plans for future sustainability.

8. *Budget*

Submit an itemized and fully detailed budget (Attachment D) along with a separate budget narrative that clarifies the proposed use of the funds indicated in the budget. Although grant funds may be used for personnel costs appropriate emphasis should be placed on workforce and educational development. Personnel expenses require the submission of the Staff Cost Worksheet (Attachment B, above).

The following documents should be included as Attachment E of the application:

1. Letters of commitment for both cash and in-kind contributions from other sources signed by the chief executive officer and the completed Management Review Form
2. In-kind letters of match must be on the letterhead of the organization committing the match, identify the specific service or product that will be provided and be valued at the usual and customary cost for such service or product.

OCRA reserves the right to disallow any in-kind match which appears outside the scope of what is usual and customary. Applicants must complete the Management Review Form (Attachment F). Please be sure to note the Restrictions listed below.

A project budget may not include:

- The purchase of capital equipment over $5,000;
- Administrative expenses in excess of 10% of the grant amount;
- Operational expenses, such as rent, utilities, insurance, and non-program related salaries;
- Funding to purchase, improve, or remodel a facility;
- Costs to supplant existing funds (the funding opportunity must be used for expansion of existing services or implementation of new services); or
- Direct financial support to provide start up or operational capital to businesses.

9. *Application Checklist*

Please complete the Application Checklist as Attachment H.

10. *Evaluation*

Describe the evaluation process and criteria that will be utilized to document the success of the program. Identify the strategy for measuring successful achievement of the objectives stated in the proposal, the information that will be tracked and the tracking format. Please provide a detailed method to show how the project's accomplishments will be recorded. Submit a format to track the information required to complete the goal/objective forms and include any pretest/posttest assessment tools that will be used as Attachment G.

Applicant Name: _____

Staff Cost Worksheet

Name	Position/ Title	Hourly Rate	Fringe Rate per Hour	# of hours dedicated to the project per week	# of weeks	Total Staff Cost	Amount contributed by applicant	Amount requested by OCRA

Total Cost of Staff: _____

Include job descriptions and resumes as required in Section 6 under Goals/Objectives/Methods.

Goals/Objectives Form

Instructions: Place an X next to each of the measurement categories which applies to the proposed project. The project may elect to add to the proposed measures under the *Other* line in order to address a metric that is unique to the project. The project will be expected to report on each metric in the category or categories chosen. Metrics should be reported according to the direct result of the utilized grant funds.

Workforce and Educational Development

Goal Statement - To create and support innovative approaches to community-specific workforce training and educational needs.

Results:
Improved workforce planning at the community level
Capacity to address community-specific educational issues
Strengthened partnerships between businesses, schools, government, not-for-profits, and foundations

Skills training may include any of the following but is not limited to: basic math, reading or writing skills, soft skills such as problem-solving, conflict management or other employer or workforce-driven identified needs, Spanish for the work place, or English as a Second Language.

_____Creation of New Workforce and Educational Programs
_____Expansion of New Workforce and Educational Programs
Check type of program

Select a minimum of seven of the following metrics on which the project will gather and report data throughout the grant period.

1. _____ Number of new company specific programs created during the reporting period
2. _____ Number of new "skills" programs created during the reporting period
3. _____ Number of persons who received a skills assessment during the reporting period
4. _____ Number of persons assessed in item #3, for whom "skills" training was recommended
5. _____ Number of people who enrolled in the "skills" programs during the reporting period
6. _____ Number of people who completed the "skills" programs during the reporting period
7. _____ Total number of people benefiting from education/training programs

during the reporting period

8. _____ Number of participants that demonstrated enhanced skills as evidenced by pretests and posttests
9. _____ Number of employed persons demonstrating enhanced job skills as a result of the training as evidenced by pre and post testing.
10. _____ Number of participants that took college accredited classes during the recording period.
11. _____ Number of participants that received college accredited degrees during the recording period.
12. _____ Number of English as second language participants who enrolled in "skills" training during the reporting period
13. _____ Number of English as second language participants who completed "skills" training during the reporting period
14. _____ Number of community workforce education plans created during the reporting period
15. _____ Number of participants who received an interview by a business or industry based on their participation in the training program.
16. _____ Number of participants who attained employment upon completion of the training program.
17. _____ Number of unemployed persons participating in skills training during the reporting period
18. _____ Number of employed persons participating in job skills enhancement training during the reporting period
19. _____ Number of workforce-bound high school students or recent graduates enrolled in workforce training
20. _____ Number of workforce-bound high school students or recent graduates that completed workforce training
21. **Other**:_____

_____

_____

For each metric selected, applicants must track the focus of the educational program provided to be reported on the quarterly reports.

RURAL DEVELOPMENT PROGRAM GRANT BUDGET SUMMARY				
RDA Grant Costs		**Match Funds**		
	RD Grant	**Cash Match**	**In-Kind**	**Total**
Personnel and Fringe Benefits				
Salaries and Wages	$	$	$	$
Fringe Benefits	$	$	$	$
Personnel Subtotal	$	$	$	$
Professional Fees (includes trainer, instructor, consultant or contractual fees)	$	$	$	$
Professional Fees Subtotal	$	$	$	$
Program Costs				
Supplies	$	$	$	$
Instructional Materials	$	$	$	$
Other (explain)	$	$	$	$
Program Costs Subtotal	$	$	$	$
Travel Costs (not to exceed $.40 per mile)				
Staff Travel	$	$	$	$
Other (explain)	$	$	$	$
Travel Costs Subtotal	$	$	$	$
Administrative Costs (maximum of 10% of grant request)				
Accounting	$	$	$	$
Evaluation	$	$	$	$
Project Administration	$	$	$	$
Other (explain)				
Administrative Costs Subtotal	$	$	$	$
Other				
Postage	$	$	$	$
Printing and Binding	$	$	$	$
Copies	$	$	$	$
Telephone	$	$	$	$
Computers	$	$	$	$
Other (explain)	$	$	$	$
Other (explain)	$	$	$	$
Other Costs Subtotal	$	$	$	$
Total RDA Grant Funds	$			$
Total Cash Match		$		
Total In-Kind			$	

Attach a detailed Line Item Budget in which the costs in each category are identified. Include this page behind the Budget Summary.

ITEMIZED BUDGET - <u>SAMPLE</u>

The sample budget is included to provide a guide in completing the itemized budget.

RD Grant Cost	RD GRANT	Cash Match	IN-KIND	TOTAL
Professional Fees				$98,500
Ugo University Instructors	$45,000		$7,500	
Curriculum Consultant	$16,000			
Presenter Fees	$30,000			
Program Costs				$41,500
Curriculum	$7,000			
Workbooks	$8,000			
Software		$10,000		
Advertising/Marketing	$4,500			
Copies		$2,000		
Computers	$5,000	$5,000		
Travel Costs				$4,000
Staff Travel	$2,000	$2,000		
*Personnel	$25,000	$26,000		$51,000
Administrative Costs				$7,500
Accounting	$1,000			
Evaluation	$3,500			
Project Administration	$3,000			
TOTAL	**$150,000**	**$45,000**	**$7,500**	**$202,500**

* Itemized Personnel Budget Worksheet included.

MANAGEMENT REVIEW FORM

The following questions must be answered to determine the applicant's ability to manage and safeguard funds. The documents described on this form do not need to be submitted; however, they must be available for review either on site or by transmission to the Indiana Office of Rural Affairs Grant Services Division should such a request be made.

1. Has your organization received funds from Federal or other Indiana State agencies with in the last five years?   YES __ NO __

If yes, list agency, date or dates of award, and the amount awarded. _____
_____

2. Date of your organization's fiscal year:_____

3. Date of last audit: _____

Were there material findings in the audit?   YES_____   NO __

If YES, were corrective actions taken?   YES_____   NO __

If NO, please explain:_____
_____

4. Identify the type of accounting system of your organization:

Cash__   Accrual _____

5. Does your organization have written: YES   NO

Accounting procedures?   ___   ___
Personnel policies and procedures?   ___   ___
Travel policies and procedures?   ___   ___
Procurement procedures?   ___   ___
Conflict of interest policy?   ___   ___

Application Checklist

Applicant Name: _____

_____ **Application is typed and double spaced using a 12-point font.**

_____ **The original document is signed in <u>BLUE INK</u> and marked as original.**

_____ **Five hard copies have been submitted**

_____ **Rural Development cover page is page 1**.

_____ **Pages are numbered**.

_____ **Binders are NOT used.**

_____ **Abstract**
  _____ Abstract is no more than one page
  _____ Provides brief description of applicant's history
  _____ Addresses ability to administer grant
  _____ Summarizes program
  _____ Identifies issues to be addressed
  _____ Identifies project partners

_____ **Description of Need**
  _____ Provides qualitative and quantitative terms to define the program
  _____ Identifies community/county/regional efforts to address the issues
  _____ Project addresses priorities identified by OCRA in alignment with the RISE 2020 strategy

_____ **Program Description**
  _____ Program is logical, sequential, and clearly described
  _____ All parties involved in the planning and implementation of the project have been identified
  _____ Efforts to involve the community and gain support are identified
  _____ Letters of support and participation agreements are included as **Attachment A**
  _____ Detailed timeline is included
  _____ Explanation of current efforts and plans for expansion if applicable

Applicant Name: _____

Goals/Objectives/Methods

_____ Activities are identified
_____ Impact this project will have upon the community is identified
_____ Staff Cost Worksheet as **Attachment B**
_____ Staffing qualifications are addressed (job descriptions and resumes are included as **Attachment B** also)
_____ Program participants and recruitment of participants is discussed
_____ Marketing of the program is addressed
_____ Completed Goals/Objective forms are included as **Attachment C**

Partnership Expectations

_____ Identifies partners and the role of each partner
_____ Describes applicant agency and qualifications to develop and implement the proposed project.
_____ Describes experience and accomplishments of applicant related to this area
_____ Identifies any previous grant administration experience

Sustainability/Evaluation

_____ There is clear evidence and support for sustaining/maintaining the project beyond the initial funding period
_____ Evaluation criteria are identified
_____ Strategies to document success are stated
_____ Detailed methods for tracking are described
_____ Forms for tracking including any pre/post test tools are attached (**Attachment G**)

Budget

_____ Project budget is detailed by line item as **Attachment D**
_____ A separate budget narrative is attached
_____ The Staff Cost Worksheet is completed where applicable (**Attachment B**)
_____ Match sources are clearly identified
_____ In kind contributions are identified and valued
_____ Letters of commitment for matching sources and in-kind contributions are included as **Attachment E**
_____ The Management Review Form is attached (**Attachment F**)

Application checklist

_____ Application Checklist is complete and included as **Attachment H**